

# 2012 Snohomish-Stillaguamish Local Integrating Organization Grant Work Plan

## Fiscal Agent: Snohomish County

### Background

Working with and on behalf of organizations with interests in Water Resources Inventory Areas (WRIA) 5 and 7, the goal of the Snohomish-Stillaguamish Local Integrating Organization (LIO) is to: 1) coordinate with the Puget Sound Partnership and other Puget Sound LIOs; and 2) facilitate the integration of local strategies and actions that advance the planning and implementation of the Action Agenda in WRIAs 5 and 7. The LIO is comprised of Executive and Implementation Committees. The Executive Committee is the main decision-making body and includes representatives from the Tulalip and Stillaguamish Tribes, King and Snohomish Counties, the Port and City of Everett, and three smaller cities in the Skykomish, Snoqualmie and Stillaguamish Basins. The Implementation Committee, though still under development, includes representatives of all parts of the Snohomish and Stillaguamish Basins, working on elements of the Puget Sound Partnership's 2012/13 Action Agenda for Puget Sound.

This work plan outlines the tasks and deliverables associated with Phase 1 LIO funding allocated by the United States Environmental Protection Agency (EPA) and distributed through the Puget Sound Partnership (PSP) acting as the Lead Organization for Puget Sound recovery. Tasks are concurrent with the Phase 1 Common Work Plan for LIO Grants.

### Expectations:

- Work specific to Phase 1 funding is to be completed by June 30, 2013, representing the agreement between Snohomish County, serving as fiscal agent for the Snohomish-Stillaguamish LIO, and the Puget Sound Partnership.
- Meetings and agendas should reflect local priorities and policy direction and follow the direction specified in the PSP Leadership Council approved structure.
- The Snohomish-Stillaguamish LIO Coordinator works at the direction of the Implementation and Executive Committees and is supervised by Snohomish County Public Works – Surface Water Management. Snohomish County will hire the LIO Coordinator (see Task 2 for operational aspects of LIO coordination) contingent on a signed agreement for capacity funding.

### *Task 1: Identify, organize, facilitate and administer the Snohomish-Stillaguamish Local Integrating Organization*

Work to identify the LIO was completed upon Puget Sound Partnership Leadership Council approval of the Snohomish-Stillaguamish proposal on March 1, 2012. Organizing the LIO began in earnest in April 2012, identifying and inviting partners to join the Implementation Committee and requesting membership and alternates on the Executive Committee. A joint Executive-Implementation Committees meeting was hosted by Snohomish County on September 20, 2012. Snohomish County will be responsible for the following tasks.

**Task 1.01: Arrange regular meetings.** The County, in collaboration with the Executive and Implementation Committees of the Snohomish-Stillaguamish LIO, will develop a meeting schedule for the Committees and submit it to the PSP.

**Task 1.02: Work with the Committees to develop meeting agendas.** The LIO Coordinator will work with the Committee chairs on topics and key decisions for the regular meetings. The LIO Coordinator will also seek alignment of work plans between the Committees and meetings.

**Task 1.03: Facilitate regular meetings.** Meetings will be facilitated by the LIO Coordinator, Committee chairs, or as approved through the operation of the Committees.

**Task 1.04: Perform staff assignments.** The LIO Committees will develop and approve an annual work plan that includes PSP input and guidance. The work plan itself will include the work across the Committees and the County and will include subsequent phases of work through the end of 2013. The County will work with the PSP and Committees to implement this work plan. The County will provide a brief summary of the staff involved in performing the LIO grant work plan and annual work plan tasks and their individual roles.

**Task 1.05: Develop and distribute summary minutes and other materials to the Committees and others as directed by the Committees.** The County will develop an approved meeting summary template, write and distribute the meeting summaries as approved in the LIO bylaws (see Task 2.02).

**Task 1.06: Submit the name and organizational affiliation of each member of the Committees to the PSP.** This list of members and alternates shall also include elected officers of the LIO, as directed by the LIO bylaws (see Task 2.02).

## ***Task 2: Maintain the Snohomish-Stillaguamish Local Integrating Organization***

The Snohomish-Stillaguamish LIO shall maintain sufficient administration, facilitation and coordination capacity to support the ongoing goals and objectives of the LIO and PSP. This task focuses on retaining the consistent two-way communication that sustains working relationships in the Snohomish-Stillaguamish LIO.

**Task 2.01: Maintain a local point of contact for the Snohomish-Stillaguamish LIO.** The County shall provide an office and point of contact for an LIO Coordinator, who will be hired and supervised by the County and whose work plan will be directed by the Committees, County and PSP.

**Task 2.02: Develop and approve bylaws to support and manage the operation of the Snohomish-Stillaguamish LIO.** Snohomish County shall, in coordination with the Executive and Implementation Committees develop, vet and approve of bylaws that support the operation of the LIO. At a minimum, these bylaws shall include:

mission/purpose statement, scope of authority, role of the committees, decision-making processes, membership requirements, election of chairs, participation in the performance evaluation of the LIO coordinator, distribution of meeting summaries and their content, and management of contact information.

**Task 2.03: Represent the Snohomish-Stillaguamish LIO in appropriate Action Agenda settings and the management conference as directed by the Executive Committee.**

The LIO Coordinator and Committee members will represent the LIO organization in appropriate meetings (e.g., PSP Leadership Council, PSP Ecosystem Coordination Board, etc.), as directed through the LIO bylaws and the Executive Committee.

**Task 2.04: Serve as agent for arranging, coordinating and reporting with local participants.** The County will facilitate the sharing of information, outputs and outcomes among partners within the LIO and with other LIOs in Puget Sound.

***Task 3: Update local Action Agenda strategies and actions***

The County will work with the LIO Committees to update and refine local Action Agenda strategies and actions. This update will be amended to the online version of the approved 2012/2013 Action Agenda for Puget Sound and conducted based on guidance from the PSP.

**Task 3.01: Work with the Committees to refine and update the 2012 Puget Sound Action Agenda update with local strategies and actions.** The update will follow the guidance of the PSP and will fit the update schedule and process, as determined by the PSP. The County and Committees will provide a status update and timeline for approval of the local area profile by the end of the grant period. When identified, local near-term actions (LNTAs) will be nested under soundwide sub-strategies identified in the 2012/2013 Puget Sound Action Agenda.

**Task 3.02: Update the local strategy as projects are implemented.** The County will update actions that have been taken.

**Task 3.03: Provide the PSP an electronic version of all updated local materials.** The County will provide the status and timeline of the approval process for the PSP Leadership Council to adopt the updated local profile.

***Task 4: Identify and implement local actions***

The Snohomish-Stillaguamish LIO serves an important role in assisting implementation of local priorities. To advance high priority ecosystem actions, the Snohomish-Stillaguamish LIO will provide the necessary “operational lift” (outreach, planning, funding), or push, to ensure these priorities are implemented and deliver ecosystem recovery consistent with the PSP.

**Task 4.01: Coordinate implementation of local near-term actions.** The County will work with the Committees to help coordinate and sequence the implementation of local priorities, such as funding, outreach, and planning.

**Task 4.02: Provide funding information and plan for future coordination.** The County will identify and track funding opportunities (National Estuary Program and other relevant funds) for the committees to be aware of during early planning. As priorities are set and near term actions established, the county will provide assistance in the review/support of grant proposals.

**Task 4.03: Provide outreach coordination in support of sequenced near-term actions.** The County will generate materials (e.g., webpage, printed copies of the updated local profile, or brochures) that will support the LIO organization and implementation of the sequenced near-term actions.

#### *Task 5: Performance management*

The Snohomish-Stillaguamish LIO will report quarterly to PSP and EPA on financial and subject progress on this grant. The County will coordinate these reporting and management tasks with the Committees and PSP.

**Task 5.01: Send quarterly progress reports, using the prescribed template for grant activities to the PSP.** Develop and provide the quarterly progress reports, using the supplied templates.

**Task 5.02: Distribute the progress reports at the Committee meetings.** Distribute the quarterly progress reports at the next available Committee meetings to keep Committees apprised of progress and performance of the County in the grant.

**Task 5.03: Submit a bi-annual report to PSP, in support of entry into the FEATS system.** The County will provide a bi-annual report to PSP in a format that allows easy entry by PSP into the EPA-required FEATS system.

**Task 5.04: Collect and submit invoices consistent with the provisions of the PSP grant agreement.** Submit invoices to PSP along with proof of expenditure for grant related activities.

#### *Schedule and deliverables*

The following table translates the tasks identified above into the deliverables and timeline for which Snohomish County will be responsible. Dates for deliverables are estimated to fall within the overall grant timeline, as established by the PSP and US EPA.

Deliverables	Reporting period: January – March 2013	Reporting period: April – June 2013
<b>Task 1: Identify, organize, facilitate and administer the Snohomish-Stillaguamish Local Integrating Organization - \$19,869</b>		
1.1: Provide LIO meeting schedule.	X	
1.2: Meeting agendas	X	X
1.3: Provide update on meeting facilitation.	X	X
1.4a: Annual work plan for the LIO	X	
1.4b: Brief summary of staff working on work plan tasks and the staff roles in producing the outcomes.	X	X
1.5: Meeting summaries for each committee meeting.	X	X
1.6: Provide membership lists for LIO Committees.	X	
<b>Task 2: Maintain the Snohomish-Stillaguamish Local Integrating Organization - \$9,600</b>		
2.1: Provide contact information for the LIO Coordinator.	X	
2.2: Provide bylaws for the LIO, per guidelines outlined above.	X	
2.3: List of meetings, dates, who attended	X	X
2.4: Table of coordination activities with key outcomes	X	X
<b>Task 3: Update local Action Agenda strategies and actions - \$24,585</b>		
3.1 Provide status and timeline for approval process of the updated local profile		X
3.2: Update on local actions completed from the 2008 Action Agenda	X	
<b>Task 4: Identify and coordinate implementation of local actions - \$17,326</b>		
4.1: Sequence of near-term actions to advance, along with coordination need(s) for each action.		X
4.2: Table that shows assistance to which organization(s), identification of type of funding assistance and a list of funding sources sought.		X
4.3: Final materials generated for outreach – webpage, printed local Action Agenda section, other brochures or documents in support of implementation	X	X
<b>Task 5: Performance management - \$3,746</b>		
5.1: Quarterly progress reports, using PSP supplied template	X	X
5.3: Bi-annual report to PSP in a format that allows easy entry by PSP in to FEATS	X	

5.4: Quarterly invoices and proof of expenditure	<b>x</b>	<b>x</b>
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